



## King County

### DIVISION DIRECTOR, PREVENTION

(PREVENTION / ALCOHOL, TOBACCO AND OTHER DRUGS (ATOD) DIVISION MANAGER)  
PUBLIC HEALTH – SEATTLE & KING COUNTY  
PREVENTION/ATOD DIVISIONS

Annual Salary Range: \$99,692.53 – \$126,366.03

Job Announcement: 04TA4494

OPEN: 8/4/04

CLOSE: Open Until Filled

**WHO MAY APPLY:** This career service exempt position is open to all qualified candidates.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 Third Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Dorann Loehr at (206) 205-5810 for further inquiries. **PLEASE NOTE: Applications** not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** Wells Fargo Center, 999 Third Avenue, Seattle, WA 98104

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday.

#### **PRIMARY JOB DUTIES INCLUDE:**

This is an appointed (at-will), senior leadership position responsible for the overall direction and management of two Public Health Divisions consisting of 13 programs. These programs are clustered as Infectious Disease, Community Health and Wellness, Public Health Support, and Alcohol, Tobacco and other Drugs, with an annual budget exceeding \$40 million, and over 220 employees. This position directly supervises 14 employees, including Disease Control Officers, Health Service Administrators and others.

Under the general direction and guidance of the Public Health Department Director, and in partnership with other departmental and community leaders and experts, this position is accountable for leading, coordinating, and supporting Public Health's prevention strategies in Seattle and King County. This work includes ensuring the integration of strategies into the health services and programs that Public Health operates, as well as ensuring community based engagement for all residents of the County. Included in this position is work with local community based organizations, provider groups, state and local public health and elected officials, and others as necessary. This position also ensures that current infectious disease and chronic disease interventions are uniformly accessible throughout the county; public health prevention research and training is a vital part of the

department's practice; and resources and strategic action plans are focused on improving the health of residents of King County.

***Other Duties Include:***

- Implement a Division strategic action plan and business plan that aligns with the Department's strategic plan.
- Lead and manage organizational resources so that scientific findings, community resources and epidemiological trends are aligned with available human and financial resources.
- Establish relationships with community agencies, educational institutions and others as they intersect with Division strategic actions and future funding. Lead efforts to establish new funding and organizational relationships for program development and addressing of emergent public health issues.
- Build and support public health and prevention partnerships with the State Department of Health, national public health efforts including the Centers for Disease Control and Prevention, and academic institutions such as the University of Washington.
- Lead, coordinate, and support efforts to obtain grants and other sources of funding for prevention and health promotion activities.
- Serve as Prevention leader locally, statewide, and nationally.
- Provide leadership and epidemiologic management of large outbreaks. Ensure Division's Emergency Preparedness Plan includes program level emergency plans and that personnel are prepared to respond to emergency incidents.
- Serve as the hiring authority of the Divisional positions.
- Ensure scientific direction and content of Prevention activities both in the Department and community remains a priority.
- Oversee and prioritize annual budget development and assure program budgets appropriately relate to desired process impact and outcome measures. Ensure continuous improvement of outcomes.
- Oversee personnel management of the Division and engage in disciplinary and grievance procedures. Participate in management/labor committees and labor contract negotiations as appropriate.

***QUALIFICATIONS:***

- Masters Degree in Public Health or other closely related field, plus ten (10) years experience in a large public health, community health or prevention organization with 300-500 employees; Doctoral-level training desirable.
- Experience in Chronic and Infectious Disease prevention.
- Experience supervising/managing union represented and non-represented employees, and professional staff.
- Experience managing within a public institution in a political environment with politically sensitive issues and limited resources.
- Experience managing and budgeting in a multi-million dollar governmental entity.
- Experience building community coalitions and partnerships.
- Excellent written and verbal communication skills.
- Excellent managerial and organizational development skills.

- Strong leadership skills.
- Strong background in using science and data to develop policy decisions.

***NECESSARY REQUIREMENTS:***

- Valid Washington State Driver's License or the ability to travel to locations in King County that may not be served by public transportation.
- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.

***UNION MEMBERSHIP:*** Non-Represented

***CLASS CODE: 8846 SEQUENCE NUMBER: 80-8846-2010***